



**STATE OF CONNECTICUT  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB ANNOUNCEMENT  
November 3, 2015**

**ADMINISTRATIVE ASSISTANT  
TO THE CHIEF FINANCIAL OFFICER  
(unclassified, confidential professional position)**

Open To: The Public

Location: 39 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Salary Group/Class: \$45,200 - \$58,800 hiring range/Professional 2 (depending on qualifications and experience) including a comprehensive benefits package (full state benefits, tuition waiver and 22 annual vacation days)

Closing Date: December 4, 2015

The Board of Regents for Higher Education is seeking an unclassified Administrative Assistant to perform confidential administrative support to the Chief Financial Officer of the Connecticut State Colleges and Universities (CSCU). This position also supports three Directors and certain needs of the department. The Finance Department provides fiscal services to the System Office and provides oversight and coordination functions for the 17 colleges and universities within CSCU.

**POSITION SUMMARY:**

This position is distinguished from administrative support classes in the State's classified system by virtue of the highly independent, technical, complex and professional level of assigned duties. The successful candidate must be professional, dependable, have the desire to learn and be part of a team, meet deadlines, be prepared to work flexible hours, as well as have a high level of organizational, communication, and leadership skills.

**REPRESENTATIVE DUTIES:**

- Maintain CFO's calendar and schedule important functions and meetings which are often deadline driven.
- Maintenance of schedules for working committees as required. This involves such steps as setting regular meeting schedules, arranging for individual meetings with the managers and making all meeting arrangements as well as preparing and sending meeting notices. Also involves preparation of meeting agendas and packets of meeting materials.
- Key support to two of the Board's standing committees. Required to mail materials, take minutes, publish the meeting minutes and post online as required. Must manage a significant volume of agendas and materials, and keep appropriate Regents well informed.

- Record and prepare the minutes of meetings to accurately and succinctly document action of the Finance committees or functional work group meetings.
- Reception. This may involve screening in-person visitors and telephone callers to determine the nature and urgency of matters and determine who is best able to respond. The incumbent is required to represent the Finance Department in a highly courteous, professional and tactful manner.
- Organize and maintain confidential records.
- Order supplies and process purchases as needed, track budget expenditures for the department, and handle travel arrangements and reimbursements as may be required for the manager. This may require light enterprise resource planning (ERP) software skills, or the ability to be trained in SCT Banner - the System's ERP system.
- Handle operations related to mail services, printer/copier equipment and fleet and agency-owned vehicles for the facility.
- May provide functional direction to office staff of a lower level or to student workers.
- May assist with special projects and perform related duties as required.

### **MINIMUM QUALIFICATIONS:**

A minimum of five (5) years of administrative support to a manager at the level of director or above is required. College training in the field of administrative office procedures may be substituted for the experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Considerable knowledge of office administration and strong organizational skills to maintain an orderly and efficient office operation; strong knowledge of Microsoft Office (Word, Excel, Outlook); considerable knowledge of proper grammar, punctuation and spelling; demonstrated ability to produce high quality, accurate typed correspondence, reports and spreadsheets; considerable interpersonal skills; and demonstrated ability to meet personally with a wide variety of people as a professional representative of the organization. Must have ability to enter data into complex ERP system; training on a specific system is not important.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Must be able to work flexible hours on occasion to help meet deadlines or prepare for meetings.

### **PREFERRED QUALIFICATIONS:**

Two (2) years of the above-referenced administrative support being in the area of finance or higher education. Experience using SCT Banner software. Administrative support experience at the executive level.

### **APPLICATION PROCEDURE:**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received no later than **December 4, 2015**. Please reference "**Search #15-0**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

**Notice of Nondiscrimination:**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Interim VP for Human Resources, 61 Woodland Street, Hartford, CT 06105, (860)723-0253 or by email at [dunnl@ct.edu](mailto:dunnl@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*